

# Meeting Minutes: October 26, 2009

**Meeting attended by:** Omar, Lara, Jing, Brianna

**Absent from meeting:** Sanya

1. Agenda
  - a. Presentations of Kids Up Front website analysis
  - b. Create a list of questions to ask Kids Up Front
2. Presentations of Kids Up Front website analysis
  - a. Deferred until next week due to Sanya's absence
3. List of questions to ask KUF
  - a. List will be posted as part of meeting minutes and Lara will e-mail KUF so they have a heads up when we meet them on Friday
  - b. Questions for KUF:
    - i. Let's say that we drop off a ticket, what happens in the time between the ticket is donated to the time that the child attends the event? For special events, are there any extra steps in this process?
    - ii. How do you track who donates tickets and how they donate them?
    - iii. What systems are you currently using?
      1. How do these help the organization?
      2. How much does IS impact the day to day operations of the organization?
      3. What improvements do you envision for the future?
    - iv. What are the constraints of organization, especially in regards to updating the website/other systems?
    - v. How do you choose the kids that receive tickets?
    - vi. How do you reach both groups- donors and kids?
    - vii. What are your sources of funding?
    - viii. How connected are you to the other city organizations
      1. Can you donate for tickets outside of Calgary/other cities?
4. Other miscellaneous items
  - a. Meeting with KUF
    - i. Dress – casual vs. business casual → to be determined by Thursday at the latest
    - ii. Meeting particulars
      1. Date/Time: Friday, October 30, 2009 @ 2:00 pm
      2. All group members attending this meeting will meet at University C-train station → Meeting time to be determined by Thursday
      3. Aiming for a meeting approx. 45 min in length (1 hr incl. introductions and sincerities)
  - b. For Next Week
    - i. Discuss meeting with KUF/Bring all group members up to speed
    - ii. Website analysis